

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

(916) 323-2928



December 28, 1979

ALL-COUNTY INFORMATION NOTICE I- 144-79

• TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: EXAMINATION ANNOUNCEMENTS FOR CHIEF, OFFICE OF CHILD ABUSE PREVENTION

REFERENCE:

Attached is an examination announcement for the position of Chief, Office of Child Abuse Prevention, Department of Social Services.

Interested candidates should submit state applications and resumes not later than the date specified.

Your prompt distribution of this announcement is appreciated.

Sincerely,

A handwritten signature in cursive script, reading 'James H. Gomez'.

JAMES H. GOMEZ
Deputy Director

Attachment

cc: CWDA

CHIEF, OFFICE OF CHILD ABUSE PREVENTION



CALIFORNIA STATE GOVERNMENT

08689

AN AFFIRMATIVE ACTION EMPLOYER OFFERING EQUAL OPPORTUNITY TO ALL REGARDLESS OF SEX, RACE, RELIGION, ANCESTRY OR DISABILITY.

NONPROMOTIONAL — Applications will not be accepted on a promotional basis.

FINAL FILING DATE: January 17, 1980

Applications (Form 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked after the final filing date will not be accepted for any reason. Submit applications to the State Personnel Board in Sacramento, San Francisco or Los Angeles.

All persons who filed applications for the Chief, Office of Child Abuse Prevention, examination with a final file date of October 11, 1979, need not reapply.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

QUALIFICATIONS APPRAISAL:

It is anticipated that interviews will be held during March 1980.

SALARY RANGE: \$2203 2307 2419 2537 2659

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the entrance requirements for this examination by October 11, 1979, the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

Two years of experience in the California state service performing the duties of a Specialist in Child Abuse Prevention.

Or II

Experience: Two years of professional experience in the field of child abuse prevention which shall have included the following: planning and conducting programs requiring the organization and coordination of a variety of resources and facilities both public and private and at various levels of jurisdictional organization; development of treatment modalities through direct services; directing a professional program for clients of a local health or social services agency; administration of a complex child abuse prevention program including supervision, education and training of a multidisciplinary staff; consultation and technical assistance in the development of community programs for the identification, treatment and prevention of child abuse and neglect. and

Education: A Master's Degree in Public Health, Health or Medical Care Administration, Public Health Nursing, Sociology, Social Work, Health Education, Behavioral Science, Law, or a closely related field.

Special Personal Characteristics — Willingness to travel throughout the State and to work irregular hours.

THE POSITION

A Chief, Office of Child Abuse Prevention, plans, organizes and directs the statewide Office of Child Abuse Prevention (OCAP) Program in the

Department of Social Services; provides the Department with guidance in meeting State and Federal requirements in the area of prevention, identification and treatment of child abuse; evaluates model community child abuse programs; coordinates the gathering and distribution of statewide information; coordinates the Program at all governmental levels as part of a nationwide program for the detection and correction of the abuse or maltreatment of children; and does other work as required.

One vacancy exists in Sacramento with the Department of Social Services.

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

Qualifications Appraisal — Weighted 100.00%

Scope:

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. Problems of administering a statewide program of child abuse and neglect prevention.
2. Characteristics and social aspects of causes and deficiencies leading to child abuse.
3. Child neglect or abuse remedial education.
4. Principles, programs, and trends of community organization.
5. Community resources adaptable to child abuse services.
6. Public information and education channels and methods.
7. Scope and activities of public and private health and social service agencies.
8. Objectives and methods of local governmental and nongovernmental groups.
9. Principles and practices of organization, budget preparation, grants applications, personnel management, in-service training, and supervision.

B. Ability to:

1. Work with a State Advisory Committee on Child Abuse, health, social service, law enforcement and other professional personnel and related community groups.
2. Analyze operations, evaluate suggestions, and develop programs, policies, standards, and procedures.
3. Speak and write effectively.
4. Utilize and apply effectively the required technical knowledges.
5. Analyze situations accurately and take effective action.
6. Direct and supervise the work of a small-sized staff.

Eligible List: The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Career Credits will be granted in this examination. Veterans Preference credit will not be granted.

THIS CANCELS AND SUPERSEDES THE BULLETIN ISSUED 9/19/79.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

GENERAL INFORMATION

It is the candidate's responsibility to contact the Written Test Arrangements Unit in Sacramento, (916) 322-4214, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Application Review Unit in Sacramento, (916) 445-6661, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices and local offices of the Employment Development Department.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) taking the GED Test and scoring at least 35 on each of the five subtests and averaging 45 for all of the subtests; 3) completion of 12 semester units of college-level work; 4) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 5) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, nonpromotional examinations, Career Credits are granted to: (1) State employees with permanent civil service status and (2) employees of the Legislative Analyst and Office of the Auditor General who have had five consecutive years in an exempt position. Three percentage points are added to the final test score of those candidates who meet the above criteria, and who pass the examination. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for Career Credits, but they must explain their civil service status in the appropriate section on their application Form 678.

Maximum Age Limitation: Applicants who are not State Civil Service employees and who are 66 years of age or older on the written test date, or on the final date for filing of applications if there is no written test, will not be eligible for appointment to this class. (Reference: Government Code Section 18932). This maximum age limitation shall apply unless a lower maximum age limitation is stated in the "minimum qualifications" section of this examination announcement.

THIS CANCELS AND SUPERSEDES THE BULLETIN ISSUED 9/19/79.

O/N (Rev. 4/78)

CALIFORNIA STATE PERSONNEL BOARD

SACRAMENTO
ZIP CODE: 95814
801 CAPITOL MALL
TELEPHONE: 322-2530

LOS ANGELES
ZIP CODE: 90012
107 SOUTH BROADWAY
TELEPHONE: 620-2790

SAN FRANCISCO
ZIP CODE: 94102
100 VAN NESS AVENUE
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